DCPF™ Subcommittee

General Information and Responsibilities

Effective Date: January 1, 2026 | Revision Date: October 16, 2026

Overview:

The Defined Contribution Plan Fiduciary™ (DCPF™) Subcommittee reviews the Georgia Association of Public Plan Trustees® (GAPPT) DCPF™ Course curriculum, evaluates its materials, recommends changes, and assists in selecting and assessing its course presenters.

Structure and Appointment:

The DCPF™ Subcommittee Chair, in consultation with the Project Lead-Instructional Designer, serves as the leader of the DCPF™ Subcommittee.

DCPF™ Subcommittee Chair - Appointed by the Board of Directors.

DCPF™ Subcommittee Vice Chair – Recommended by the DCPF™ Subcommittee Chair and Project Leader-Instructional Designer.

Project Lead-Instructional Designer - GAPPT Executive Director

DCPF™ Subcommittee Members - Recommended by the DCPF™ Subcommittee Chair and Project Leader-Instructional Designer

Subject Matter Experts (SMEs) – If needed, recommended and appointed by the DCPF™ Subcommittee.

DCPF™ Subcommittee members report to the DCPF™ Subcommittee Chair. The Project Lead-Instructional Designer and the DCPF™ Subcommittee Chair report to the Program Committee.

The DCPF™ Subcommittee will have enough members to handle its duties and responsibilities. Generally, a person should not serve on more than one committee at a time, nor should two individuals from the same institution serve on the same committee.

DCPF™ Subcommittee members typically serve two-year terms, starting on May 1st and ending on April 30th. Members may be eligible for reappointment if recommended by the DCPF™ Subcommittee Chair.

Member Qualifications, Professional Development, and Evaluation:

To serve on the DCPF™ Subcommittee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing. Plan Sponsor members must have experience as a trustee or staff member of a public retirement system. Affiliate members must have a bachelor's degree or higher, an advanced professional designation, or expertise in a field related to public retirement systems.

Annually, DCPF™ Subcommittee members must acknowledge GAPPT educational policies and information, as well as their ongoing professional development, on the **Acknowledgment Form for Educational Program Members**.

The DCPF™ Subcommittee Chair, in consultation with the Project Lead-Instructional Designer, annually evaluates DCPF™ Subcommittee members for their participation and compliance with these Guidelines.

Member Resignation or Removal:

A member may resign by providing written notice to the DCPF™ Subcommittee Chair and Project Lead-Instructional Designer. Additionally, a member will lose their subcommittee position if they are no longer associated with the organization that formed the basis of their GAPPT membership. A member may also be removed from their subcommittee position for cause. Reasons for removal include, but are not limited to:

- Engaging in conduct prohibited by the Bylaws or GAPPT policies.
- Improperly disclosing proprietary DCPF™ curriculum or related content.
- Abusing the authority of their position.
- Failing to disclose a conflict of interest concerning any matter involving the GAPPT.
- Failing to meet subcommittee responsibilities.

Compensation and Expense Reimbursement:

Subcommittee members serve without compensation. Members may be reimbursed for reasonable expenses incurred while conducting duties as allowed by GAPPT policy and with the Board of Directors' approval.

Refer to the GAPPT Reimbursement Policy.

DCPF™ Subcommittee Responsibilities:

DCPF™ Subcommittee members are expected to collaborate with the DCPF™ Subcommittee Chair and Project Lead-Instructional Designer to review and update the DCPF™ curriculum content.

Active DCPF™ Subcommittee members should:

- Prepare for and attend DCPF™ Subcommittee meetings by asking questions and reviewing any supporting materials in advance.
- Review O.C.G.A. § 47-1-17 and be familiar with the six areas of continuing education requirements.
- Draft, edit, and submit assigned material promptly and in accordance with the target dates.
- Stay updated on GAPPT events by monitoring its website, participating in its educational programs, and learning more about the issues that influence public retirement system trustees.
- Conduct an annual review of the entire DCPF™ program curriculum.
- Make recommendations and revise the DCPF™ curriculum content as necessary.
- If Subject Matter Experts (SMEs) are enlisted, ensure equitable representation from all shareholder groups.
- Review and approve the content submitted by Subject Matter Experts (SMEs) and presenters.
- Attend the Annual Trustee School and assist as a DCPF™ Course moderator.
- Communicate effectively with other DCPF™ Subcommittee members.
- Avoid conflicts of interest and adhere to GAPPT policies.
- Refrain from conduct that reflects negatively on the GAPPT.

DCPF™ Vice Chair Responsibilities:

In addition to the responsibilities of a DCPF™ Subcommittee member, the Vice Chair is expected to support the Subcommittee Chair’s efforts.

The DCPF™ Subcommittee Vice Chair should:

- Attend GAPPT Program Committee meetings in the Subcommittee Chair’s absence.
- Act as a facilitator by leading and supporting discussions during DCFD™ meetings in the Subcommittee Chair's absence.

DCPF™ Subcommittee Chair Responsibilities:

In addition to the responsibilities of a DCPF™ Subcommittee member, the DCPF™ Subcommittee Chair is expected to lead the Subcommittee and work with the Project Lead-Instructional Designer.

The DCPF™ Subcommittee Chair should:

- Review these guidelines annually and provide updates to the Project Lead-Instructional Designer.
- Approve the dates for the year’s DCPF™ Subcommittee meetings.
- With assistance from the Project Lead-Instructional Designer, maintain regular communication with the Subcommittee members.
- Attend scheduled Program Committee meetings.
- Consult with the Project Lead-Instructional Designer to report on the Subcommittee meetings, including decisions made and required follow-up actions, and to provide program recommendations to the Program Committee.

- Approve DCPF™ Subcommittee meeting agendas before their distribution.
- With assistance from the Project Lead-Instructional Designer, report to the Subcommittee on Program Committee and Board of Directors' decisions that impact the Subcommittee's work.
- Act as a facilitator by leading and supporting discussions during meetings.

Project Lead-Instructional Designer Responsibilities:

In addition to the responsibilities required of a DCPF™ Subcommittee member, the Project Lead-Instructional Designer is expected to develop necessary work plans and meeting agendas, and to ensure that materials comply with IACET and NASBA accreditation standards.

The Project Lead-Instructional Designer should:

- Before October, identify next year's DCPF™ Subcommittee meeting dates for Subcommittee Chair approval.
- In October, send invites for the following year's meetings to all Subcommittee members.
- Be knowledgeable about IACET accreditation standards and procedures and pursue additional training from IACET if needed.
- Be well-versed in the NASBA CPE standards and procedures and seek additional training from NASBA if necessary.
- Draft Subcommittee meeting agendas for the Chair's approval.
- Draft essential committee documents, including templates and proposed policies, following IACET and NASBA standards.
- Draft and communicate project target dates to subcommittee members.
- Consult with the DCPF™ Subcommittee Chair to report on the committee meetings, including the decisions made and follow-up actions needed, and provide program recommendations to the Program Committee and Board of Directors (if appropriate).

Additional Information:

The following information is intended to support the DCPF™ Subcommittee roles.

Documents: Members should be familiar with the following:

- The GAPPT Bylaws.
- GAPPT policies relating to educational events and the DCPF™ program.
- O.C.G.A. § 47-1-17
- Information regarding learning styles and learning outcomes.
- Accreditation standards for the International Association for Continuing Education and Training (IACET).
- Statement of Standards for Continuing Professional Education (CPE) Programs and the program requirements of NASBA's National Registry of CPE Sponsors.
- Documentation, presentations, and evaluations from previous educational events.
- The GAPPT calendar.

Meetings: The DCPF™ Subcommittee is expected to meet at the Trustee School and as needed to fulfill its responsibilities.

Ad Hoc Committees: The DCPF™ Subcommittee may form ad hoc committees as necessary. Each ad hoc committee will have enough members to manage its tasks and responsibilities.

Budget: If necessary, the Treasurer will prepare a committee budget with input from the DCPF™ Subcommittee Chair and Project Lead-Instructional Designer.

GAPPT Calendar and Planning Dates:

The GAPPT calendar will be provided to the DCPF™ Subcommittee before January 1st. Any additions or changes should be submitted to the Project Lead-Instructional Designer for inclusion.

Thank you for serving on the DCPF™ Subcommittee. Questions or concerns may be directed to the DCPF™ Subcommittee Chair or the Project Lead-Instructional Designer, Sue Reynolds, at sue@gappt.org.